

Minutes  
Meeting of the Board of Trustees  
North Country Library System  
July 26, 2007

PRESENT: President John J. Hammond, Selma Rowland, Rosalee Boissy, John H. Cleveland III, Kathy Curro, Rev. Bernard Fortune, Dr. E. Douglas Holyoke, Karen Wiley  
STAFF: Stephen B. Bolton, Linda L. Lawler, Jerry Schell, Dawn Vincent, Amy Degnan, Amanda Tehonica, Margo Hays  
GUESTS: None  
EXCUSED: Barry R. Worczak

President John J. Hammond called the meeting to order at 10:01 a.m.

Motion by Cleveland, seconded by Fortune, to approve the Agenda.

**Unanimously passed and carried.**

1. Welcome & Introduction of New Staff: Stephen Bolton acknowledged the staff present for the meeting. Particularly, Margo Hays was welcomed as the new Assistant Business Manager and Dawn Vincent was recognized for beginning her new position within NCLS as the State Services Coordinator.

2. Approval of Minutes: May 17, 2007:

Motion by Boissy, seconded by Rowland, to approve the May 17, 2007 meeting minutes.

**Unanimously passed and carried.**

3. Business Manager's Report:

A. Status of Investments: Linda Lawler reported that at the close of June, NCLS had cash and investments totaling \$995,930 as detailed on the June 2007 Treasurer's Report. FDIC and Third Party Securities covered all investments. Interest rates are currently 4.85% on the HSBC Money Market and 4.9% on the Redwood Money Market. Ms. Lawler stated that this is currently a better rater than can be had with CD's.. The System Aid was received on July 23<sup>rd</sup>.

**Report only.**

4. Financial Reports: May/June 2007:

Motion by Fortune, seconded by Curro, to accept the Financial Reports for May and June 2007.

**Unanimously passed and carried.**

5. Old Business:

A. Capital Improvement Project Update:

Stephen Bolton discussed the updated summary of the Receipts & Expenditures regarding the Capital Improvement Project and noted that NCLS is still waiting to receive the \$100,000 contributed by Senator Wright. He stated that all of the necessary paperwork had been filed and the check should arrive shortly. Expenditures to date total \$779,000. NCLS is currently withholding final payments for DC Building until the front door entry system is completed and Hyde Stone because of fine tuning to the HVAC system. NCLS is currently over budget by \$17,000, which is acceptable for a project of this size.

Mr. Bolton then presented the next phase of the Capital Improvement Project which involves creating a loop off the driveway to create handicapped parking spaces closer to the entrance and also improving the condition of the driving surface. Five options were presented for the driveway/parking lot renovations:

Option C1 – Driveway Overlay & New Circular Entry Lot. (\$69,576)

This will involve creating two handicap spaces and two 15 minute parking spaces closer to the building's entrance. Two trees will be affected by this but it may be possible to relocate one of them. In addition, this option involves reconstructing the culvert/speed bump and overlaying the driveway to correct surface problems.

Option C2 – Driveway Reconstruction & New Circular Entry Lot. (\$113,516)

This option will also involve creating two handicap spaces and two 15 minute parking spaces closer to the building's entrance. Rather than overlaying the entire driveway, it calls for its reconstruction along with the culvert/speed bump.

Option C3 – Driveway Widening & New Circular Entry Lot. (\$152,543)

This option will also involve creating two handicap spaces and two 15 minute parking spaces closer to the building's entrance. In addition to the culvert/speed bump reconstruction, calls for widening the entire driveway by four feet. This would involve relocating the granite curbs and moving some of the existing lamp posts.

Option C4 – Parking Lot Overlay. (\$37,644)

This will involve repairing the cracks and other depressions that have formed in the front and back parking lots and repaving the entire surface.

Option C5 – Rear Parking Lot Extension with Turnaround. (\$24,106)

This will add 10 new spaces to the rear parking section and provide a place for the end parking spaces to reverse into to exit the parking lot.

Of the options above, Mr. Bolton recommended the Board consider C2, C4, & C5 with their priority reflecting this order. The total cost is \$175,265, which could be partially offset by applying for a NYS Construction Grant and using the one-time money allocated by the Legislature again this year in the form of System Aid.

Motion by Cleveland, seconded by Wiley, to approve the second phase of the Capital Improvement Project (comprised of options C2, C4, and C5), apply for a NYS Construction Grant, and use the one-time money received for System Aid to cover the cost. If enough funding cannot be acquired, options will be eliminated based on the priorities established.

**Unanimously passed and carried.**

- B. Gates Grant Update: Jerry Schell reported 56 of our member libraries were eligible to participate in the latest grant through the Gates Foundation. Two libraries, Canton and Morristown, were deemed by the Gates Foundation, to have adequate inventories and therefore became ineligible. Richville, Harrisville, East Hounsfield, Norwood and Cranberry Lake are alternates in the state-wide pool should libraries decline an award. Two of our libraries, Edwards and Herman have declined their awards. Forty-seven libraries have been awarded 160 computers by Gates over the two-year period of the grant. This is a matching grant and the awards total \$433,500.  
**Report only.**
- C. NCLS Annual Meeting: The Annual Meeting is scheduled for Saturday, September 29<sup>th</sup>, 2007 from 10 a.m. - 3 p.m. at Jefferson Community College. The lunch menu will be different this year as we have decided to have a warm meal rather than a sandwich selection. The keynote speaker is Margie Wood of the Humor Project and she will also be presenting the afternoon trustee workshop.  
**Report only.**
- D. NYSCA Status: Stephen Bolton reported receiving a letter from Megan White, Director of the State and Local Partnership Program of the New York State Council on the Arts, formally notifying NCLS of the transfer of the Decentralization program from NCLS to the St Lawrence County Arts Council. This letter was dated July 23, 2007 and was received on the 26<sup>th</sup> of July. This transfer is effective immediately.  
**Report only.**
- E. Member Library Survey Results: Stephen Bolton reported on the results, which will be used as topics of discussion for the Consultants during their visits with the libraries. Overall the feedback was very positive and NCLS will begin addressing the few points of concern and using the information to shape future services.  
**Report only.**
- F. Nomination Committee: Slate of Trustees: The Nomination Committee, consisting of Kathy Curro, Rev. Bernard Fortune, and Karen Wiley, reported that they had received 3 nominations for the two open seats: Jeanne Duffany, for Lewis County, Warren Leib and Lawrence Mayo for Oswego County.

Motion by Wiley, seconded by Curro, to accept the slate of nominees presented for the member library vote that will take place at the Annual Meeting in September.

**Unanimously passed and carried.**

6. New Business:

- A. Construction Grant Update: Amy Degnan reported 25 libraries plus NCLS are expected to apply for funding through the NYS Construction Grant. The application deadline for the libraries to submit to NCLS is August 15<sup>th</sup> and the State's deadline is September 14<sup>th</sup>. At the time of the meeting, one application had been received. Amanda Tehonica and Dawn Vincent will be coordinating the grant process and ensuring the timely submission to the Division of Library Development.

**Report only.**

B. Director's Report:

Mr. Bolton reported the following:

- NCLS received \$17,000 a few weeks ago not knowing what it was for. NCLS has since been notified that the money is from Senator Griffo and is to be distributed evenly to NCLS and sixteen other libraries and reading centers within his district. NCLS has been asked to hold the monies until after August 2<sup>nd</sup> because the libraries have not yet been notified.
- At a recent meeting of the Director's Organization it was suggested that there be two circulation policies, one addressing automated libraries and the other addressing non-automated libraries, to standardize due dates and fine rates for materials. This would be done to minimize the confusion for those patrons that utilize more than one library, as emphasized by the new Universal Card. The Director's Organization will encourage Library Directors to take one of the proposed policies to their Board for approval.
- Education Law 259 was recently amended to require that school ballot referendum items concerning public libraries be endorsed by the local public Library Board of Trustees. This change was the result of a three year lobbying effort and had been made a priority of the New York Library Association. The lobbying effort started when our library in Beaver Falls ran into difficulties with their ballot procedures, so the success of this amendment is particularly gratifying.

**Report only.**

- C. Lawn Tractor: Stephen Bolton proposed the purchase of a new commercial lawn tractor, a 23HP air cooled 737 John Deere with a 60" deck, for \$7,105.68. A local dealer, Widrick Implements, Inc. has agreed to honor state contract pricing. The list price is \$9,869.00

Motion by Cleveland, seconded by Boissy, to purchase a new lawn tractor.

**Unanimously passed and carried.**

D. Business Office Software Upgrade:

Linda Lawler reported on the Blackbaud software upgrade with a total cost of \$17,962. If approved, the Business Office staff will begin receiving training and the software upgrade would be in place before the end of the year.

Motion by Fortune, seconded by Curro, to purchase the upgrade for the Business Office software.

**Unanimously passed and carried.**

- E. Delivery Van: Stephen Bolton reported that NCLS has budgeted a total of \$23,330 over the last three years towards the purchase of a new delivery van. Under state contract there is a Ford Econoline 350 available for a total cost of \$18,721. NCLS would like to purchase this new van now in order to put the old one up for sale during the summer months when it will be easier to sell.

Motion by Wiley, seconded by Boissy, to purchase a new delivery van through State Contract.

**Unanimously passed and carried.**

F. Check Signers:

Mr. Bolton asked that Amy Degnan, Consultant, and Jerry Schell, IT Manager, be added to the list of authorized check signers.

Motion by Curro, seconded by Holyoke, to add Amy Degnan and Jerry Schell to the list of authorized check signers, which currently includes Stephen Bolton and Linda Lawler.

**Unanimously passed and carried.**

- G. Director's Evaluation: The Director's contract requires an evaluation take place prior to the board meeting that coincides with the NCLS Annual Meeting. Board President John Hammond requested that the Addendum C evaluations be returned to him in the addressed, postage paid envelopes within two weeks. A committee will then be selected to meet with Mr. Bolton to discuss the evaluation results  
**Report only.**

Motion by Holyoke, seconded by Cleveland, to adjourn at 11:47 a.m.

**Unanimously passed and carried.**

A special meeting to approve the Construction Grant applications will be held on Monday, September 10, 2007 at 10:00 a.m.

The next regular meeting of the North Country Library System will be held Saturday, September 29<sup>th</sup>, 2007, after the Annual Meeting to be held at Jefferson Community College.

These minutes will be considered for approval at the September 29<sup>th</sup> meeting.